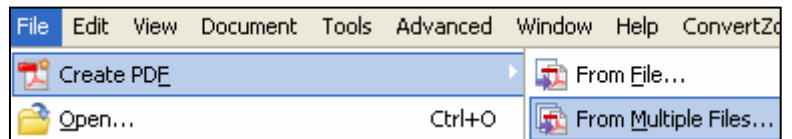


TIPS TRICKS^{AND} HOW TO...

Create a PDF from multiple documents

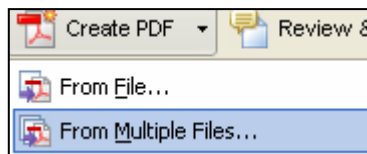
When there are several separate files you would like to combine into one PDF document, Acrobat provides a very easy way to process this conversion.

Choose **File > Create PDF > From Multiple Files**



or

Choose the Create PDF icon from the menu bar and select **From Multiple Files**.



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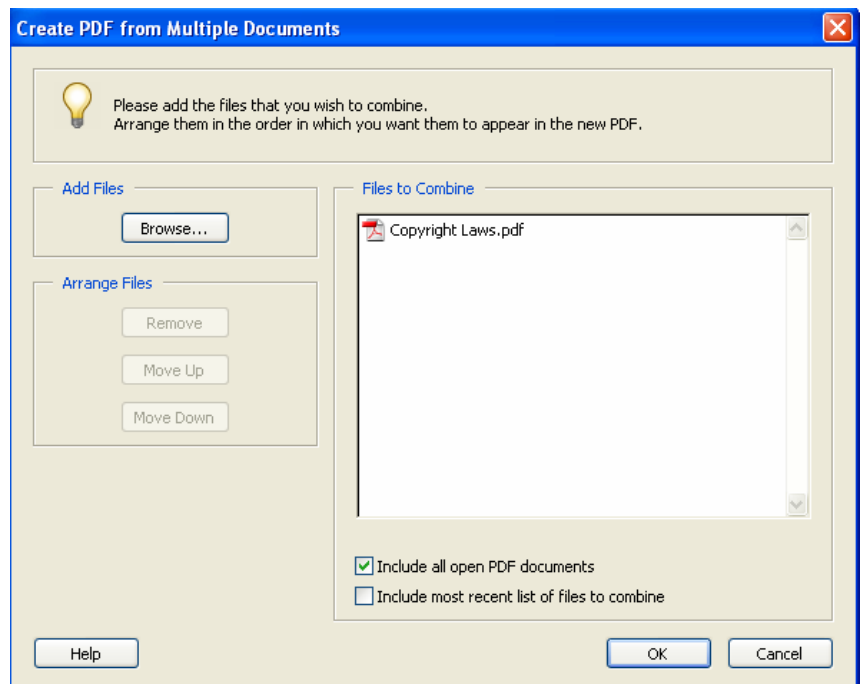
Click on **Browse** to add additional files to convert.

To change the order of the documents to combine, highlight the document to change by clicking on it and choose **Move Up** or **Move Down** from the Arrange Files buttons.

To remove a file, choose the file and click on **Remove**.

Click **OK** to convert and consolidate all of the files into one PDF document.

Choose **File > Save As** to save your consolidated PDF.



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